

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name Vacant		Division Human Resources		
Position No / Agency-Unit-Class-Serial 437-543-5157-713		Unit Return to Work		
Class Title Staff Services Analyst (General) (Limited Term)		Location DSH-Coalinga		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No		CBID R01	Work Week Group: 2	Pay Differential
Other				
<p>Briefly (1 or 2 sentences) describe the position's organizational setting and major functions</p> <p>Under supervision of the Staff Services Manager I, the incumbent is responsible for an assigned Return-To-Work (RTW) COVID program evaluation, planning, and management of Workers' Compensation COVID claims and Senate Bill (SB) 1159 reporting. The incumbent is also responsible to provide consultative services to DSH management and stakeholders; conduct data collection, analysis, evaluation, reports, and provide recommendations to reduce workers' compensation COVID claims, inventory, costs, improve efficiency, and effectiveness of claims management and other duties as necessary. Duties include, but are not limited to, the following essential (E) and marginal (M) functions:</p>				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
30%	<p>(E) Manage caseload of COVID related injuries/illnesses including complex sensitive claims and ensure timely reporting per SB 1159 requirements. Independently monitor and update industrial/non-industrial COVID illness files to ensure appropriate forms and documents are completed/processed timely, injured/ill employees receive prompt medical care, and accurate benefits. Manage COVID claims inventory utilizing the Workers' Compensation Claims Management System (WCCMS) with documented plans of action.</p> <p>Serves as the department's administrative liaison with the COVID injured/ill employee and hospital management regarding investigations and case review. Work in collaboration with State Compensation Insurance Fund (State Fund) stakeholders to monitor the status of claim, liability, medical treatment, legal status, and benefits. Consult with injured/ill employees, supervisors/managers regarding return-to-work options available for injured/ill employees. Interact with management and stakeholders to resolve/settle claims.</p> <p>Apply laws and rules set forth by the Labor Code, Government Code, Department of Industrial Relations, Division of Workers' Compensation, Department of Rehabilitation, Bargaining Unit contracts, and department policies/procedures.</p>			

30%	<p>(E) Coordinates Return to Work Program for all COVID related injury/illnesses; direct placement of all limited duty employees for COVID industrial/non-industrial injuries/illnesses; process COVID limited duty extension requests, review COVID medical documentation, prepares COVID limited duty requests for supervisors; etc.</p> <p>Coordinate and process COVID claims, and Enhanced Industrial Disability Leave (EIDL) request; prepare written recommendation for the DSH Executive Director/Designee and notify the injured employee of the EIDL determination and appeal rights (when appropriate); provide SCIF benefit and payment authorization for employee compensation to the Transactions staff in the DSH Personnel Department.</p> <p>Attend Interactive Meetings regarding industrial injury, medical transfer/demotion, service/disability retirement and fitness for duty evaluations; works directly with the injured/disabled worker regarding benefit options; discuss with the supervisor/manager the industrial injury claim status.</p>
20%	<p>(E) Review settlement authority requests and make settlement recommendations for all COVID related injuries/illnesses including potential liability for hospital administrators to accept, modify or decline. This may include consulting with DSH RTW Coordinators and Supervisors/Managers, State Fund, physicians, legal offices, Human Resources, etc., and analyze the information gathered to ensure criteria are met and all options considered for finalization when making recommendations to DSH executive management.</p>
15%	<p>(M) Prepare management reports using internal data bases for all COVID related injuries/illnesses, State Fund information, and other external data system/research resources to improve communication, education, and analysis of existing and future workers' compensation program issues, expenditures, risks, and employee safety trends to identify opportunities to improve DSH claims administration and cost reduction opportunities.</p> <p>Data gathering to prepare and maintain FEMA Federal Cost Summary reports, and provide periodic and timely submission of all reports to management and Department of State Hospitals (DSH), and other agencies; identify trend analysis for opportunities to reduce costs associated with Workers' Compensation costs; responds to requests for information from management and DSH.</p> <p>Perform duties which include a focus on COVID-19 research projects, issue papers, and develop ad-hoc reports using a variety of data sources on an ongoing basis. Maintain accurate, well-organized records within mandated record retention requirements; analyze, interpret, and apply applicable government codes, laws, and regulations, bargaining contract Memorandums of Understanding (MOU), court and State Personnel Board decisions, and policies</p>

	and guidelines that apply to or impact the development, maintenance, and enhancement of the DSH Workers' Compensation Program.
5%	<p>(M) Attend quarterly Return-to-Work Coordinator Roundtable meetings and workers' compensation forums and trainings. Have a willingness to travel (approximately 5%).</p> <p>Facilitate the facility's Employee Assistance Program (EAP), providing guidance to facility staff and supervisors on the benefits of the EAP program.</p> <p>Provides training to employees during New Employee Orientation and Supervisory Development Training. Other duties as assigned, consistent with the classification.</p>
Working Conditions	<p>Full-time telework consistent with DSH policies will be considered with prior approval from management.</p> <p>Incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face to face meetings, and/or travel throughout California as needed, with prior notice.</p>
Other Information	<p>KNOWLEDGE AND ABILITIES</p> <p>KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods of techniques of effective conference leadership.</p> <p>ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effective both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p>REQUIRED COMPETENCIES</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control.</p>

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

- Implement provisions of new laws regulations Workers Compensation in California.
- Work with SCIF to identify treatment providers in the community.
- Annually update Administrative Directives providing policy on return-to-work, limited duty, and drug testing issues.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Maintenance of Workers' Compensation Claims Management System (WCCMS)
- Participate in case conferences, providing technical information on Workers Compensation issues.

LICENSE OR CERTIFICATION

NOT APPLICABLE

TRAINING

The employee is required to keep current with the completion of all required training.

WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Essential functions are the fundamental job duties that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. Marginal functions are additional or secondary duties that are a minimal part of the job.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

Independence of action and the ability to manage time and multiple priorities is required.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).


Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.



Supervisor's Signature



Date